



New Business Checklist

The City of Central is committed to encouraging, supporting, and assisting new business development in our area. Development provides a major contribution to economic growth. The following is a guide for individuals who are interested in starting a new business in our city. The checklist includes the local, state, and federal departments or agencies that issue licenses and permits as well as the requirements for opening a new business. You must contact each of the offices designated for the specific purpose noted. We hope you find this information useful.

OCCUPATIONAL LICENSES

DEPARTMENT OF PUBLIC WORKS

PERMIT DEPARTMENT

PLANNING AND ZONING

SECRETARY OF STATE

LOCAL SALES TAX

STATE SALES TAX

HEALTH DEPARTMENT

LOCAL ALCOHOL BEVERAGE CONTROL

STATE ALCOHOL BEVERAGE COMMISSION

UNEMPLOYMENT INSURANCE AND WORKER'S COMPENSATION

FEDERAL TAXES/TAXPAYER ASSISTANCE

EAST BATON ROUGE SHERIFF'S OFFICE

EAST BATON ROUGE PARISH ASSESSOR

OCCUPATIONAL LICENSES

All businesses, including home based occupations, are required to register their business with the city on an annual basis.

City of Central
6703 Sullivan Road
Central, LA 70739
225-262-5000
www.central-la.gov

Matt Zyjewski, Administrative Services Manager
Elika Everson, Finance Department
Clay Stafford, Finance Department

You will need:

- Corporation – Copy of Picture ID, Copy of State Charter Certificate and Listing of Officers and Partners
- Limited Liability Company (LLC) – Copy of Picture ID, Copy of State Charter Certificate and Listing of Officers and Partners
- Limited Partnership – Copy of Picture ID, Copy of State Charter Certificate and Listing of Officers and Partners
- Sole Proprietorship – Copy of Picture ID

DEPARTMENT OF PUBLIC WORKS

You must contact the City of Central Department of Public Works for permitting and inspection matters related to driveway permits, culvert installations, and other public works matters.

City of Central Public Works
6703 Sullivan Road
Central, LA 70739
225-262-5000
www.centralgov.com

Ray Louis, Public Works Director

PERMIT DEPARTMENT

You must contact the City of Central Permit Department for permitting and inspection matters related to construction, remodeling, additions, electrical, mechanical, plumbing and commercial occupancy.

City of Central Permit Department
6703 Sullivan Road
Central, LA 70739
225-262-5000
www.central-la.gov

Jack Gleason, Building Official
Joe Messina, Building Inspector
Kathi Cowen, CFM, GIS/Planning Technician
Brandon Kleinpeter, Permit Technician
Julie Lafferty, Permit Technician

PLANNING AND ZONING

You must contact the City of Central Planning and Zoning Department to check if your property is properly zoned for your business, to check on building setback (bulk regulations), parking requirements, floodplain elevation requirements, architectural standards, sign regulations, and other zoning related requirements. You may view the sign ordinance on our website.

City of Central Planning & Zoning Department
6703 Sullivan Road
Central, LA 70739
225-262-5000
www.central-la.gov

Woodrow Muhammad, AICP, P&Z Director
Shannon Edgerson, Planning Department
Kathi Cowen, CFM, GIS/Planning Technician
Alison Nissen, Engineer
Natalia Gustafson, CFM, Floodplain Mgmt.

You will need:

- Location Address
- Survey Map
- Legal Description of Property
- Plot Plan showing building placement, floor plan, and site layout

SECRETARY OF STATE

You must contact the Secretary of State's Office if you wish to incorporate your business.

Secretary of State
8585 Archives Ave.
Baton Rouge, LA 70809
www.sos.la.gov

Fee to file for a Corporation - \$60
Fee to file for a LLC - \$75

You will need:

- Articles of Incorporation
- Initial Report

LOCAL SALES TAX

All items for retail sale must be charged the appropriate sales tax and remitted to the City-Parish Finance Department Revenue Division.

City-Parish Finance Department
Revenue Division
222 St. Louis Street, Room 404
Baton Rouge, LA 70802
225-389-3084
www.brgov.com/dept/finance

Local Tax Rate Total: 5.5%

You will need:

- Cash or Certified Funds Only
- Picture ID
- Corporate Charter (if Corporation)
- Partnership Agreement (if Partnership)

STATE SALES TAX

All new businesses must contact the Louisiana Department of Revenue and Taxation for the following:

- Sales Tax Registration
- State I.D. Number
- State Income Tax Withholding

Louisiana Department of Revenue and Taxation
617 North 3rd Street
Baton Rouge, LA 70802
225-219-7462 (Sales Tax)
225-219-0102 (Income Tax)
www.rev.state.la.us

HEALTH DEPARTMENT

You must contact the Parish Health Unit if you are selling food, beverages, and/or alcohol. The Health Unit also regulates private sewer and Mo-dad systems.

East Baton Rouge Parish Health Unit
Sanitation Section
353 North 12th Street
Baton Rouge, LA 70802
225-242-4860, Ext. 5
www.dhh.louisiana.gov/

You will need:

- Location Address
- Zoning Clearance

LOCAL ALCOHOL BEVERAGE CONTROL

You must contact the following agency if you are selling alcoholic beverages:

Office of Alcohol Beverage Control
City of Baton Rouge/Parish of East Baton Rouge
10500 Coursey Blvd, Suite 202
Baton Rouge, LA 70816
(225) 925-4041
<http://brgov.com/dept/parishattorney/abc.htm>

You will need:

- Local Sales Tax Registration or Clearance
- Approved Health Permit (EBR Health Unit)
- Copy of Lease Agreement or Assessment Certificate
- Copy of Purchase Agreement if Purchasing the Property
- Completed & Notarized Schedule A on each Owner
- Completed & Notarized Schedule A on each Owner's Spouse
- Final Inspection Report (City of Central Dept. of Public Works)
- Zoning Confirmation Letter (City of Central Planning and Zoning Dept.)
- Proper Zoning (if necessary)
- Occupational License

- Copy of each owner's driver's license
- Copy of each spouse's driver's license
- Vendor/Server Training Class
- Attendance Certification

STATE ALCOHOL BEVERAGE COMMISSION

You must contact the following agency if you are selling alcoholic beverages:

- State and Local Sales Tax Clearance Certificates
- Notice of Intent Application
- Beer & Liquor Licenses

Louisiana Office of Alcohol and Tobacco Control
8585 Archives Ave, Suite 305
Baton Rouge, LA 70896
(225) 925-4041
www.atc.rev.state.la.us

You will need:

- Copies of Advertisements in Newspaper Declaring Intent to Apply
- Corporate Charter (if Corporation)
- Partnership Agreement (if Partnership)
- Lease Agreement
- Diagram of Building
- Square Footage of Building
- Square Footage of Patrons' Area

UNEMPLOYMENT INSURANCE AND WORKER'S COMPENSATION

All new businesses with employees must contact the following agency:

- Unemployment Insurance Tax
- Worker's Compensation

Louisiana Workforce Commission
1001 North 23rd Street, 4th floor
Baton Rouge, LA 70802
225-342-3111
www.laworks.net

You will need:

- LDOLES-1 Status Report

FEDERAL TAXES/TAXPAYER ASSISTANCE

All new businesses must contact the Internal Revenue Service for the following:

- Federal I.D. Number
- Federal Income Tax Withholding
- Federal Unemployment Insurance Tax

Internal Revenue Service
2600 Citiplace Centre
Baton Rouge, LA 70808
225-343-8625
Business Income Tax – 1-800-829-4933
Individual Income Tax – 1-800-829-1040
www.irs.gov

EAST BATON ROUGE SHERIFF'S OFFICE

You must contact the East Baton Rouge Sheriff's Office to register your alarm system.

Alarm Enforcement Division
8900 Jimmy Wedell Dr.
Baton Rouge, LA 70807
(225) 389-7838
email - Alarms@ebrso.org
www.ebrso.org

EAST BATON ROUGE PARISH ASSESSOR

You must report all moveable assets used in your business to the following agency:

East Baton Rouge Parish Assessor
222 St. Louis St.
Baton Rouge, LA 70802
(225) 389-3920
www.ebrpa.org